



TOWN OF WEST BOYLSTON, MASSACHUSETTS
MUNICIPAL CALENDAR

January 1, 2013 – December 30, 2013

January 2013

To Do Items

- 1 Tue ☐ BOS - Review Policy on New Growth Taxation Revenue by the 20th of January
- 1 Tue ☐ BOS/TA - bill for false alarms
- 1 Tue ☐ DPW - Pks. Div. - plow as needed
- 1 Tue ☐ DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 1 Tue ☐ DPW - Pk. Div. - maintain weed wackers, blowers, snow equipment, etc.
- 1 Tue ☐ TA - include review of Board stipends on Selectmen's Agenda
- 1 Tue ☐ TA/BOS - advertise for adopt a square/island program
- 4 Fri ☐ TA - remember business cards for MMA Trade Show
- 4 Fri ☐ Fire Chief - update NIMS Training Book
- 4 Fri ☐ DPW - Pks. Div. - inventory supplies, grass seed, fertilizer
- 4 Fri ☐ BOS - invite Parks Cmsn. in to BOS mtg to report on their needs for summer season
- 4 Fri ☐ BOS/TA - update all business & alcoholic beverage license files
- 7 Mon ☐ DPW - St. Div. - patch potholes in roads with cold patch
- 7 Mon ☐ DPW - St. Div. - continue inside bldg. maintenance, garage floors, walls, etc., paint as funding permits
- 7 Mon ☐ DPW - St. & Pk. Admin - update snow and ice management call in list
- 7 Mon ☐ DPW - St. & Pk. Admin. - order, follow up on delivery of sand and salt supplies
- 7 Mon ☐ TA/BOS - Update psnl records
- 8 Tue ☐ DPW - St. & Pk. Admin - analysis of winter expenditures/budget
- 8 Tue ☐ DPW - St. Div. - plow and sand roads, parking lots and sidewalks
- 8 Tue ☐ DPW - St. Div. - maintain plows and sanders - inspect daily
- 8 Tue ☐ DPW - St. Div. - maintain sand and salt pile - reorder as needed
- 8 Tue ☐ Town Clerk census mailing
- 8 Tue ☐ Fire Dept. - bill for Municipal Fire Alarm Systems
- 8 Tue ☐ TA - review Municipal Drivers' Listing and submit any updates to MIIA
- 18 Fri ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 21 Mon ☐ Martin Luther King Day - holiday
- 22 Tue ☐ TA - department head reports due to BOS
- 29 Tue ☐ BOS - include drawing for adopt an island program on 1st agenda for 1st meeting in February
- 31 Thu ☐ TA - provide custodian with calendar for next month

January 2013

Schedule

- 1 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 1 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 1 Tue 11:00a (12:00p) Deadline for Joe Evangelista to develop 150 Worcester Street see 1-20-2010 BOS minutes
- 1 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 2 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 2 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 2 Wed 5:30p (6:30p) COA - Exercise with Marty
- 2 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 3 Thu 10:00a (11:00a) Council on Aging Exercise
- 4 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 7 Mon 6:30p (7:30p) High School Council Mtg
- 7 Mon 7:00p (9:00p) Conservation Cmsn. Mtg.
- 8 Tue 9:00a (10:00a) Wellness Cmte. Mtg
- 8 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 8 Tue 7:00p (9:00p) TWPC Mtg.
- 9 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 9 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 9 Wed 5:30p (6:30p) COA - Exercise with Marty
- 9 Wed 7:00p (10:00p) School Cmte. Mtg.
- 9 Wed 7:00p (9:00p) Board of Health Mtg.
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 10 Thu 10:00a (11:00a) Council on Aging Exercise
- 10 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 11 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 11 Fri 1:00p (2:30p) Discrimination & Sexual Harassment Employee Training Seminar in COA Room
- 14 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 15 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 16 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 16 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 16 Wed 5:30p (6:30p) COA - Exercise with Marty
- 16 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 17 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 17 Thu 10:00a (11:00a) Council on Aging Exercise
- 18 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 22 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 23 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 23 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 23 Wed 5:30p (6:30p) COA - Exercise with Marty

January 2013

Schedule

- 23 Wed 7:00p (9:00p) Bd of Health Mtg.
23 Wed 7:00p (10:00p) Planning Board Mtg.
24 Thu 9:00a (10:00a) Emergency Preparedness Mtg
24 Thu 10:00a (11:00a) Council on Aging Exercise
25 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
28 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
29 Tue 10:00a (11:00a) Council on Aging Exercise Program
30 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
30 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
30 Wed 5:30p (6:30p) COA - Exercise with Marty
30 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
31 Thu 10:00a (11:00a) Council on Aging Exercise

February 2013

To Do Items

- 1 Fri ☐ TA - Update Parks Commission website
- 1 Fri ☐ BOS/TA - bill for false alarms
- 1 Fri ☐ TA-BOS - Review of all Revolving Funds
- 1 Fri ☐ 3rd Quarter Actual Real Estate & Property Tax Bills are due
- 1 Fri ☐ TA - Schedule Freeze-Up Prevention Inspections
- 1 Fri ☐ TA - Schedule Indoor Air Quality Inspections
- 1 Fri ☐ TA - Issue Update on Goals & Objectives
- 1 Fri ☐ TA - Include Grant Report in BOS "I" package
- 1 Fri ☐ TA - update personnel records
- 1 Fri ☐ Personnel Property Taxes are Due
- 4 Mon ☐ DPW - St. & Pk. Admin - update call in list for snow and ice removal
- 4 Mon ☐ DPW - St. & Pk. Admin - analysis of winter expenditure budget
- 4 Mon ☐ DPW - St. & Pk. Admin - insure yard waste recyclign schedule is publicized on web, Banner, Ch 11
- 4 Mon ☐ DPW - St. & Pk. Admin - order/follow-up on delivery of sand and salt supplies
- 4 Mon ☐ DPW - St. Div. - begin evaluating & cleaning summer equipment for start-up, rakes, chain saws, brush kings, rollers, etc.
- 4 Mon ☐ DPW - St. Div. - plow and sand roads, parking lots and sidewalks
- 4 Mon ☐ DPW - St. Div. - maintain plows and sanders - inspect daily
- 4 Mon ☐ DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 4 Mon ☐ DPW - St. Div. - patch potholes in roads with cold patch
- 4 Mon ☐ DPW - Pk. Div. - plow as needed
- 4 Mon ☐ DPW - Pk. Div. work with Street Dept. when needed
- 4 Mon ☐ DPW - Pk. Div. - begin preparing mowers, trailers, all equipment
- 4 Mon ☐ Fin Com & Town Admin - hold public budget hearings; proposed budget presented to Fin Com & BOS
- 4 Mon ☐ DPW - Pk. Div. - repair and maintain barrels
- 4 Mon ☐ TA/BOS - Update psnl records
- 15 Fri ☐ BOS/TA - ABCC Annual Report due
- 19 Tue ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Wed ☐ TA - department head reports due to BOS
- 28 Thu ☐ TA - provide custodian with calendar for next month

February 2013

Schedule

- 1 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 4 Mon 6:30p (7:30p) High School Council Mtg
- 4 Mon 7:00p (9:00p) Conservation Cmsn. Mtg.
- 5 Tue 9:00a (10:00a) Wellness Meeting
- 5 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 5 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 5 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 6 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 6 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 6 Wed 5:30p (6:30p) COA - Exercise with Marty
- 6 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 7 Thu 10:00a (11:00a) Council on Aging Exercise
- 8 Fri 9:00a (10:00a) Department Manager Training with Rockie Blunt
- 8 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 11 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 12 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 13 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 13 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 13 Wed 5:30p (6:30p) COA - Exercise with Marty
- 13 Wed 7:00p (10:00p) School Cmte. Mtg.
- 13 Wed 7:00p (9:00p) Board of Health Mtg.
- 13 Wed 7:00p (10:00p) Planning Board Mtg
- 14 Thu 10:00a (11:00a) Council on Aging Exercise
- 14 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 15 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 19 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 20 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 20 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 20 Wed 5:30p (6:30p) COA - Exercise with Marty
- 20 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 21 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 21 Thu 10:00a (11:00a) Council on Aging Exercise
- 22 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 25 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 26 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 27 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 27 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.

February 2013

Schedule

27 Wed 5:30p (6:30p) COA - Exercise with Marty
27 Wed 7:00p (9:00p) Bd of Health Mtg.
27 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
27 Wed 7:00p (10:00p) Planning Board Mtg.
28 Thu 9:00a (10:00a) Emergency Preparedness Mtg
28 Thu 10:00a (11:00a) Council on Aging Exercise

March 2013

To Do Items

- 1 Fri ☐ March is National Ethics Awareness Month
- 1 Fri ☐ TA & DPW - Update Pavement Mgmt. & Sidewalk Plan
- 1 Fri ☐ BOS/TA - bill for false alarms
- 1 Fri ☐ TA - Send out Post Accident Drug & Alcohol Testing Contacts
- 2 Sat ☐ TA - have automatic doors at town hall serviced
Brad Stowell - 508.380.7453
- 4 Mon ☐ TA - Schedule Facilities Self-Inspections
- 4 Mon ☐ TA - Schedule Roof Inspections
- 4 Mon ☐ BOS/TA - obtain quotes for town reports
- 4 Mon ☐ BOS/TA - check on bldg. & consolidated office supplies
- 4 Mon ☐ TA/BOS - Update psnl records
- 5 Tue ☐ DPW - Pk. Div. - start some pruning of trees and shrubs
- 5 Tue ☐ DPW - Pk. Div. - begin planning early spring and late summer projects
- 5 Tue ☐ DPW - Pk. Div. - call for bids (equipment, mulch etc) if not on bid award list
- 5 Tue ☐ DPW - Pk. Div. - begin preparing athletic fields for spring sports
- 5 Tue ☐ DPW - St. Div. - patch potholes in road with cold patch
- 5 Tue ☐ DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 5 Tue ☐ DPW - St. Div. - maintain plows and sanders, inspect daily
- 5 Tue ☐ DPW - St. Div. - maintain sand and salt pile - reorder as necessary
- 5 Tue ☐ DPW - St. Div. - plow and sand roads, parking lots and sidewalks
- 5 Tue ☐ DPW - St. Div. - order parts to repair equipment; install, repair or rebuild equipment for summer
- 5 Tue ☐ DPW - St. & Pk. Admin - publish street sweeping schedule on Ch 11, Banner & web
- 7 Thu ☐ TA - send our April reappointment letters
- 7 Thu ☐ TA - schedule annual coffee for appointed boards & committees of BOS and TA
- 11 Mon ☐ TA - lease for 127 Hartwell St expires on April 17, 2013
- 18 Mon ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Wed ☐ TA - department head reports due to BOS
- 28 Thu ☐ TA - provide custodian with calendar for next month

March 2013

Schedule

- 1 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
 4 Mon 6:30p (7:30p) High School Council Mtg
 4 Mon 7:00p (9:00p) Conservation Cmsn. Mtg.
 5 Tue 9:00a (10:00a) Wellness Meeting
 5 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
 5 Tue 10:00a (11:00a) Council on Aging Exercise Program
 5 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
 6 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
 6 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
 6 Wed 5:30p (6:30p) COA - Exercise with Marty
 6 Wed 6:00p (7:00p) Middle School - School Council Mtg.
 6 Wed 7:00p (10:00p) Board of Selectmen Meeting
 7 Thu 10:00a (11:00a) Council on Aging Exercise
 8 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
 11 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
 12 Tue 10:00a (11:00a) Council on Aging Exercise Program
 13 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
 13 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
 13 Wed 5:30p (6:30p) COA - Exercise with Marty
 13 Wed 7:00p (10:00p) School Cmte. Mtg.
 13 Wed 7:00p (9:00p) Board of Health Mtg.
 13 Wed 7:00p (10:00p) Planning Board Mtg
 14 Thu 10:00a (11:00a) Council on Aging Exercise
 14 Thu 6:00p (7:00p) Bd of Assessors Mtg.
 15 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
 19 Tue 10:00a (11:00a) Council on Aging Exercise Program
 20 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
 20 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
 20 Wed 5:30p (6:30p) COA - Exercise with Marty
 20 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
 21 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
 21 Thu 10:00a (11:00a) Council on Aging Exercise
 22 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
 25 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
 26 Tue 10:00a (11:00a) Council on Aging Exercise Program
 27 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
 27 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.

March 2013

Schedule

27 Wed 5:30p (6:30p) COA - Exercise with Marty
27 Wed 7:00p (9:00p) Bd of Health Mtg.
27 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
27 Wed 7:00p (10:00p) Planning Board Mtg.
28 Thu 9:00a (10:00a) Emergency Preparedness Mtg
28 Thu 10:00a (11:00a) Council on Aging Exercise
29 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.

April 2013

To Do Items

- 1 Mon ☐ BOS/TA - bill for false alarms
- 1 Mon ☐ Remove holiday flowers from the Cemetery
- 1 Mon ☐ TA - schedule Indoor Air Quality Inspections
- 1 Mon ☐ TA - deadline for dept. heads to provide Town Admin list of all positions to be filled for next year including hours
- 1 Mon ☐ TA/BOS - Update psnl records
- 2 Tue ☐ TA - schedule April reappointments on BOS agenda
- 4 Thu ☐ DPW - St. Div. - patch potholes in road with cold patch
- 4 Thu ☐ DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 4 Thu ☐ BOS - deliver town report to printer
- 4 Thu ☐ DPW - Pk. Div. - pick up trash and debris on rail trail
- 4 Thu ☐ DPW - Pk. Div. - clean and mulch beds at Library
- 4 Thu ☐ DPW - Pk. Div. - start to change ripped and torn flags
- 4 Thu ☐ DPW - Pk. Div. - edge and clean beds on Commons
- 4 Thu ☐ DPW - Pk. Div. - prepare fields for games and town events
- 4 Thu ☐ DPW - St. Div. - sweep streets
- 4 Thu ☐ DPW - St. Div. - remove berms broken by plows
- 4 Thu ☐ DPW - St. Div. - clean out catch basins with truck
- 4 Thu ☐ DPW - St. Div. - sweep roads, sidewalks and parking lots throughout town
- 4 Thu ☐ DPW - Sewer Admin - mail quarterly sewer usage bills
- 4 Thu ☐ DPW - St. & Pk. Admin - remind Director of bargaining unit time obligations re: vacation schedules
- 4 Thu ☐ DPW - St. & Pk. Admin - forward updated personnel listings/licenses to Municipal Assistant
- 4 Thu ☐ DPW - St. & Pk. Admin - prepare FEMA/MEMA reimbursement requests; data gathering, winter storm related
- 4 Thu ☐ DPW - St. & Pk. Admin - fiscal year bid package preparation & distribution for April/May
- 4 Thu ☐ DPW - St. & Pk. Admin - finalize winter expenditures to enable general accounting reconciliation/closing
- 15 Mon ☐ Winter Parking Ban Ends
- 15 Mon ☐ Holiday - Patriots Day
- 18 Thu ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sat ☐ TA - department head reports due to BOS
- 25 Thu ☐ TA - provide custodian with calendar for next month

April 2013

Schedule

- 1 Mon 6:30p (7:30p) High School Council Mtg
- 1 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 2 Tue 9:00a (10:00a) Wellness Meeting
- 2 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 2 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 2 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 3 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 3 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 3 Wed 5:30p (6:30p) COA - Exercise with Marty
- 3 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 4 Thu 10:00a (11:00a) Council on Aging Exercise
- 5 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 8 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 9 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 10 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 10 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 10 Wed 5:30p (6:30p) COA - Exercise with Marty
- 10 Wed 7:00p (10:00p) School Cmte. Mtg.
- 10 Wed 7:00p (9:00p) Board of Health Mtg.
- 10 Wed 7:00p (10:00p) Planning Board Mtg
- 11 Thu 10:00a (11:00a) Council on Aging Exercise
- 11 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 12 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 16 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 17 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 17 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 17 Wed 5:30p (6:30p) COA - Exercise with Marty
- 17 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 18 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 18 Thu 10:00a (11:00a) Council on Aging Exercise
- 19 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 22 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 23 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 24 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 24 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 24 Wed 5:30p (6:30p) COA - Exercise with Marty
- 24 Wed 7:00p (9:00p) Bd of Health Mtg.

April 2013

Schedule

24 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
24 Wed 7:00p (10:00p) Planning Board Mtg.
25 Thu 9:00a (10:00a) Emergency Preparedness Mtg
25 Thu 10:00a (11:00a) Council on Aging Exercise
26 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
30 Tue 10:00a (11:00a) Council on Aging Exercise Program

May 2013

To Do Items

- 1 Wed ☐ BOS - Note that May 1 is Silver Star Day - honor sacrifices of men and women in the armed forces and their families
- 1 Wed ☐ BOS/TA - bill for false alarms
- 1 Wed ☐ Real Estate actual FY12 taxes due
- 1 Wed ☐ Board of Selectmen, or their designee, announces Gateway Signs which are available
- 1 Wed ☐ Personal Property Taxes are due
- 2 Thu ☐ TA -DPW Director Baruzzi review due on June 15th solicit goals from BOS
- 2 Thu ☐ TA - obtain quotes for insurance coverages
- 2 Thu ☐ TA - send our June reappointment letters
- 2 Thu ☐ DPW - Pk. Div. - aerate (if proper equipment available), overseed and fertilize fields
- 2 Thu ☐ DPW - Pk. Div. - rainy day activities - clean equipment, bays and yard
- 2 Thu ☐ DPW - Pk. Div. - mow and weed wacking
- 2 Thu ☐ DPW - Pk. Div. - clean and fix wter problems in concession stands
- 2 Thu ☐ DPW - Pk. Div. - maintain Pride Park as needed
- 2 Thu ☐ DPW - Pk. Div. - trash pick up on all fields and playgrounds Mon-Fri
- 2 Thu ☐ DPW - Pk. Div. - turn on all water for fields and maintain and repair breaks in system as needed
- 2 Thu ☐ DPW -Pk. Div. - prepare tennis courts, basketball courts and track
- 2 Thu ☐ DPW - Pk. Div. - continue to prepare and maintain fields
- 2 Thu ☐ DPW - Pk. Div. - prepare Commons for Memorial Day
- 2 Thu ☐ DPW - St. Div. - clean out catch basins with truck
- 2 Thu ☐ DPW - St. Div. - maintain Century Drive
- 2 Thu ☐ DPW - St. Div. - mow roadside brush, etc.
- 2 Thu ☐ DPW - St. Div. - sweep cemeteries
- 2 Thu ☐ DPW - St. Div. - prepare for Memorial Day Parade
- 2 Thu ☐ DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 2 Thu ☐ DPW - St. Div. - patch potholes in the road with cold patch
- 2 Thu ☐ DPW - St. Div. - remove berms broken by plows
- 2 Thu ☐ DPW - St. Div. - sweep roads, sidewalks, parking lots throughout town
- 2 Thu ☐ DPW - St. & Pk. Admin - relocate files for earlier year(s) to achieve storage
- 2 Thu ☐ DPW - St. & Pk. Admin - establish files for upcoming fiscal year
- 2 Thu ☐ DPW - St. & Pk. Admin - prepare fiscal year bid packages and distribute April/May
- 2 Thu ☐ BOS/TA - send out town meeting mailer
- 3 Fri ☐ TA/BOS - post warrant for May 20 town mtg
- 3 Fri ☐ TA - Fire Chief Pauley performance review due June 14th - solicit goals from BOS
- 6 Mon ☐ TA/BOS - Update psnl records
- 18 Sat ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Mon ☐ TA - department head reports due to BOS
- 25 Sat ☐ Graves Registrtion Officer puts on American Flags
- 26 Sun ☐ Graves Registration Officer conducts Memorial Sunday going Church to Church - contact Jack McCormick for info 508.835.2857
- 27 Mon ☐ Memorial Day

May 2013

To Do Items

30 Thu ☐ TA - provide custodian with calendar for next month

May 2013

Schedule

- 1 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 1 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 1 Wed 5:30p (6:30p) COA - Exercise with Marty
- 1 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 2 Thu 10:00a (11:00a) Council on Aging Exercise
- 3 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 6 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 7 Tue 9:00a (10:00a) Wellness Meeting
- 7 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 7 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 7 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 8 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 8 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 8 Wed 5:30p (6:30p) COA - Exercise with Marty
- 8 Wed 7:00p (10:00p) School Cmte. Mtg.
- 8 Wed 7:00p (9:00p) Board of Health Mtg.
- 8 Wed 7:00p (10:00p) Planning Board Mtg
- 9 Thu 10:00a (11:00a) Council on Aging Exercise
- 9 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 10 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 13 Mon 1:00p (2:00p) High School Student Council Elections & Prom Assembly
- 13 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 14 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 15 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 15 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 15 Wed 5:30p (6:30p) COA - Exercise with Marty
- 15 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 16 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 16 Thu 10:00a (11:00a) Council on Aging Exercise
- 17 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 20 Mon 6:00p (7:00p) Board of Selectmen Special Meeting in Cafeteria of Middle/High School Prior to town mtg
- 20 Mon 7:00p (8:00p) Town Mtg. Middle/High School
- 21 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 22 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 22 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 22 Wed 5:30p (6:30p) COA - Exercise with Marty
- 22 Wed 7:00p (9:00p) Bd of Health Mtg.
- 22 Wed 7:00p (10:00p) Planning Board Mtg.

May 2013

Schedule

23 Thu 9:00a (10:00a) Emergency Preparedness Mtg
23 Thu 10:00a (11:00a) Council on Aging Exercise
24 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
28 Tue 10:00a (11:00a) Council on Aging Exercise Program
29 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
29 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
29 Wed 5:30p (6:30p) COA - Exercise with Marty
29 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
30 Thu 10:00a (11:00a) Council on Aging Exercise
31 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.

June 2013

To Do Items

- 1 Sat ☐ BOS/TA - bill for false alarms
- 1 Sat ☐ TA - schedule Facilities Self-Inspections & Indoor Air Quality Inspections
- 1 Sat ☐ TA - schedule June reappointments on BOS agenda
- 1 Sat ☐ TA - send notice to department heads to prepare list of surplus items with estimated values
- 1 Sat ☐ Proposed Capital Budget forms are reviewed and approved by CIB and sent to all town boards and departments
- 1 Sat ☐ TA - Schedule Indoor Air Quality Inspections
- 3 Mon ☐ TA/BOS - Update psnl records
- 4 Tue ☐ Town Election Day
- 6 Thu ☐ DPW - Pk. Div. - commence projects as assigned by the Pks. Cmsn.
- 6 Thu ☐ DPW - Pk. Div. - perform maintenance on fields i.e. dragging, etc.
- 6 Thu ☐ DPW - Pk. Div. - test irrigation system for broken heads
- 6 Thu ☐ DPW - Pk. Div. - rake mulch around low spots under swings and playground equipment
- 6 Thu ☐ DPW - Pk. Div. - trash
- 6 Thu ☐ DPW - Pk. Div. - line painting on courts
- 6 Thu ☐ DPW - Pk. Div. - mow, weed wacking
- 6 Thu ☐ DPW - St. Div. - cut out larger potholes repair with hot mix
- 6 Thu ☐ DPW - St. Div. - mow landfill & Mixer filter beds with tractor/woods mower
- 6 Thu ☐ DPW - St. Div. - use flail mower & brush kings to cut back roadside/intersection for line of vision
- 6 Thu ☐ DPW - St. Div. - clean out catch basins with truck
- 6 Thu ☐ DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 6 Thu ☐ DPW - St. Div. - maintain Century Drive
- 6 Thu ☐ DPW - St. Div. - mow roadside brush, etc.
- 6 Thu ☐ DPW - St. Div. - finish sweeping roads, sidewalks, parking lots
- 6 Thu ☐ DPW - St. & Pk. Admin - prepare planned vacation schedule for bargaining unit members
- 6 Thu ☐ DPW - St. & Pk. Admin - assist in bid opening & award recommendations & prepare template & results for BOS action
- 6 Thu ☐ DPW - St. & Pk. Admin - access unpaid bills, encumber bills, expedite same
- 18 Tue ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Thu ☐ TA - department head reports due to BOS
- 27 Thu ☐ TA - provide custodian with calendar for next month

June 2013

Schedule

- 3 Mon 6:30p (7:30p) High School Council Mtg
- 3 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 4 Tue 9:00a (10:00a) Wellness Meeting
- 4 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 4 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 5 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 5 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 5 Wed 5:30p (6:30p) COA - Exercise with Marty
- 5 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 6 Thu 10:00a (11:00a) Council on Aging Exercise
- 7 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 10 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 11 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 12 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 12 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 12 Wed 5:30p (6:30p) COA - Exercise with Marty
- 12 Wed 7:00p (10:00p) School Cmte. Mtg.
- 12 Wed 7:00p (9:00p) Board of Health Mtg.
- 12 Wed 7:00p (10:00p) Planning Board Mtg
- 13 Thu 10:00a (11:00a) Council on Aging Exercise
- 13 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 14 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 18 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 19 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 19 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 19 Wed 5:30p (6:30p) COA - Exercise with Marty
- 19 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 20 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 20 Thu 10:00a (11:00a) Council on Aging Exercise
- 21 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 24 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 25 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 26 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 26 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 26 Wed 5:30p (6:30p) COA - Exercise with Marty
- 26 Wed 7:00p (9:00p) Bd of Health Mtg.
- 26 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
- 26 Wed 7:00p (10:00p) Planning Board Mtg.

June 2013

Schedule

27 Thu 9:00a (10:00a) Emergency Preparedness Mtg
27 Thu 10:00a (11:00a) Council on Aging Exercise
28 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.

July 2013

To Do Items

- 1 Mon ☐ Police Dept - Update Beneficiary Designation Request
- 1 Mon ☐ BOS/TA - bill for false alarms
- 1 Mon ☐ TA - Bldg. Inspector Brodeur contract expires on July 31st
- 1 Mon ☐ TA - provide BOS with list of items delared surplus & schedule surplus auction
- 1 Mon ☐ TA/BOS - Update psnl records
- 2 Tue ☐ Send invoice to Water District for Benefit Administration
- 2 Tue ☐ TA - schedule meeting of Wellness Cmte to determine monthly topics
- 3 Wed ☐ Fire Dept - update Beneficiary Designation Request
- 4 Thu ☐ DPW - Sewer Div. Admin - mail quarterly sewer usage bills
- 4 Thu ☐ DPW - St. Div. - cut back trees as needed for site visibility
- 4 Thu ☐ DPW - St. Div. - maintain Century Drive
- 4 Thu ☐ DPW - St. Div. - clean out catch basins with truck
- 4 Thu ☐ DPW - St. Div. - cut ot potholes & repair with hot mix
- 4 Thu ☐ DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 4 Thu ☐ DPW - Pk. Div. - mow, wed wacking
- 4 Thu ☐ DPW - Pk. Div. - maintain fields, dragging infields
- 4 Thu ☐ DPW - Pk. Div. - test irrigation system for broken heads
- 4 Thu ☐ DPW - Pk. Div. - paint concession stands, make repirs to structures
- 4 Thu ☐ TA - improve enforcement of bylaws designed to protect the environment
- 4 Thu ☐ DPW - St. & Pk. Admin - advise bidders in writing of bid awards after BOS approval
- 4 Thu ☐ DPW - St. Div. - install berm, loam, and seed as needed from winter damage
- 4 Thu ☐ DPW - St. Div. - "jet" clogged catch basin lines
- 4 Thu ☐ DPW - St. Div. repair/rebuild catch basins as needed and list for future
- 12 Fri ☐ BOS/TA - contact Town Clerk regarding apppointment of election workers in the month of August
- 18 Thu ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sat ☐ TA - department head reports due to BOS
- 25 Thu ☐ TA - provide custodian with calendar for next month
- 30 Tue ☐ Employees must buy back vacation time before first payroll in August

July 2013

Schedule

- 1 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 2 Tue 9:00a (10:00a) Wellness Meeting
- 2 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 2 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 2 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 3 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 3 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 3 Wed 5:30p (6:30p) COA - Exercise with Marty
- 3 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 5 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 8 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 9 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 10 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 10 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 10 Wed 5:30p (6:30p) COA - Exercise with Marty
- 10 Wed 7:00p (10:00p) School Cmte. Mtg.
- 10 Wed 7:00p (9:00p) Board of Health Mtg.
- 10 Wed 7:00p (10:00p) Planning Board Mtg
- 11 Thu 10:00a (11:00a) Council on Aging Exercise
- 11 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 12 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 16 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 17 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 17 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 17 Wed 5:30p (6:30p) COA - Exercise with Marty
- 17 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 18 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 18 Thu 10:00a (11:00a) Council on Aging Exercise
- 19 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 22 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 23 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 24 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 24 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 24 Wed 5:30p (6:30p) COA - Exercise with Marty
- 24 Wed 7:00p (9:00p) Bd of Health Mtg.
- 25 Thu 9:00a (10:00a) Emergency Preparedness Mtg
- 25 Thu 10:00a (11:00a) Council on Aging Exercise

July 2013

Schedule

26 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
30 Tue 10:00a (11:00a) Council on Aging Exercise Program
31 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
31 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
31 Wed 5:30p (6:30p) COA - Exercise with Marty
31 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.

August 2013

To Do Items

- 1 Thu ☐ BOS/TA - bill for false alarms
- 1 Thu ☐ TA - schedule performance review for Police Chief Minnich & solicit goals from BOS
- 1 Thu ☐ 1st Quarter FY14 Preliminary Real Estate tax bills are due
- 1 Thu ☐ TA - update Emergency Contact list for COOP
- 1 Thu ☐ Schedule Indoor Air Quality Inspections
- 1 Thu ☐ TA - issue update on Town Goals & Objectives
- 1 Thu ☐ DPW - St. Div. - roadway improvement, install new basins to remove standing water
- 1 Thu ☐ DPW - St. Div. - use flail mower & brush kings to cut back roadside/intersection line of vision
- 1 Thu ☐ DPW - St. Div. - mow landfill and Mixer filter beds with Ford tractor/woods mower
- 1 Thu ☐ DPW - St. Div. - cut out larger potholes and repair with hot mix
- 1 Thu ☐ DPW - St. Div. - clean out catch basins with truck
- 1 Thu ☐ DPW - St. Div. - mow roadside brush, etc.
- 1 Thu ☐ DPW - St. Div. - dredge drainage outlets and inlets with backhoe
- 2 Fri ☐ DPW - St. Div. - paint crosswalks, stop lines, weather permitting (70+ degrees)
- 2 Fri ☐ DPW - St. Div. - cut back trees as needed for sign visibility
- 2 Fri ☐ DPW - St. Div. - maintain Century Drive
- 2 Fri ☐ DPW - Pk. Div. - mow and weed wacking
- 2 Fri ☐ DPW - Pk. Div. - check irrigation system
- 2 Fri ☐ DPW - Pk. Div. - trash
- 2 Fri ☐ DPW - Pk. Div. - prepare fields for soccer
- 2 Fri ☐ DPW - Pk. Div. - fix high school football bleachers
- 2 Fri ☐ DPW - Pk. Div. - fix any rotted wood on concession stand
- 2 Fri ☐ DPW - Pk. Div. - paint concession stand & buildings
- 2 Fri ☐ DPW - Pk. Div. - repair fencing around football field
- 2 Fri ☐ DPW - Pk. Div. - coordinate schedules with Athletic Director on fall sports
- 2 Fri ☐ DPW - Pk. Div. - maintain playground
- 2 Fri ☐ DPW - Pk. Div. - prepare softball field for tournament
- 2 Fri ☐ DPW - Pk. Div. - remove Little League fencing
- 2 Fri ☐ DPW - Pk. Div. - paint football field for first game
- 2 Fri ☐ DPW - Pk. Div. - paint 6 soccer fields for Jamboree
- 5 Mon ☐ Fire Dept. - bill for Municipal Fire Alarm Systems
- 5 Mon ☐ TA - Update Appointed Bd. & Cmte. Origin Book
- 5 Mon ☐ TA/BOS - Update psnl records
- 6 Tue ☐ TA - update board on grants in their "I" package
- 18 Sun ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Tue ☐ TA - department head reports due to BOS
- 26 Mon ☐ Final Capital Budget Requests are due to be sent to the CIB by September 1
- 29 Thu ☐ TA - provide custodian with calendar for next month

August 2013

Schedule

- 1 Thu 10:00a (11:00a) Council on Aging Exercise
- 2 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 5 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 6 Tue 9:00a (10:00a) Wellness Meeting
- 6 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 6 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 6 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 7 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 7 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 7 Wed 5:30p (6:30p) COA - Exercise with Marty
- 7 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 8 Thu 10:00a (11:00a) Council on Aging Exercise
- 8 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 9 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 12 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 13 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 14 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 14 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 14 Wed 5:30p (6:30p) COA - Exercise with Marty
- 14 Wed 7:00p (10:00p) School Cmte. Mtg.
- 14 Wed 7:00p (9:00p) Board of Health Mtg.
- 14 Wed 7:00p (10:00p) Planning Board Mtg
- 15 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 15 Thu 10:00a (11:00a) Council on Aging Exercise
- 16 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 20 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 21 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 21 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 21 Wed 5:30p (6:30p) COA - Exercise with Marty
- 21 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 22 Thu 9:00a (10:00a) Emergency Preparedness Mtg
- 22 Thu 10:00a (11:00a) Council on Aging Exercise
- 23 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 26 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 27 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 28 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 28 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.

August 2013

Schedule

28 Wed 5:30p (6:30p) COA - Exercise with Marty
28 Wed 7:00p (9:00p) Bd of Health Mtg.
28 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
29 Thu 10:00a (11:00a) Council on Aging Exercise
30 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.

September 2013

To Do Items

- | | | | |
|----|-----|--------------------------|---|
| 1 | Sun | <input type="checkbox"/> | BOS/TA - Schedule Town Counsel Land Use Seminar - book in another 3 yrs |
| 1 | Sun | <input type="checkbox"/> | Fire Dept - plan 911 Ceremony |
| 1 | Sun | <input type="checkbox"/> | BOS/TA - bill for false alarms |
| 2 | Mon | <input type="checkbox"/> | Labor Day Holiday |
| 3 | Tue | <input type="checkbox"/> | TA/BOS - Update Psnl Records |
| 3 | Tue | <input type="checkbox"/> | TA - Schedule Facilities Self-Inspections |
| 5 | Thu | <input type="checkbox"/> | DPW - St. Div. - prepare for winter, order plow blades, salt and other supplies |
| 5 | Thu | <input type="checkbox"/> | DPW - St. Div. - use flail mower and brush king to cut back roadside/intersection vegetation |
| 5 | Thu | <input type="checkbox"/> | DPW - St. Div. - cut out large pot holes, repair with hot mix |
| 5 | Thu | <input type="checkbox"/> | DPW - St. Div. - clean out catch basins with truck |
| 5 | Thu | <input type="checkbox"/> | DPW - St. Div. - dredge drainage outlets and inlets with backhoe |
| 5 | Thu | <input type="checkbox"/> | DPW - St. Div. - clean tops of catch basins to allow runoff to enter |
| 5 | Thu | <input type="checkbox"/> | DPW - Pk. Div. - check irrigation, water as needed |
| 5 | Thu | <input type="checkbox"/> | DPW - Pk. Div. - mowing and weed wacking |
| 6 | Fri | <input type="checkbox"/> | DPW - Pk. Div. - trim hedges on Commons |
| 6 | Fri | <input type="checkbox"/> | DPW - Pk. Div. - empty trash |
| 6 | Fri | <input type="checkbox"/> | DPW - Pk. Div. - paint football practice field (weekly) |
| 6 | Fri | <input type="checkbox"/> | DPW Pk. Div. - paint soccer fields (weekly) |
| 6 | Fri | <input type="checkbox"/> | DPW - Pk. Div. - maintain grounds around Public Safety Bldg., town hall and Library |
| 6 | Fri | <input type="checkbox"/> | DPW - Pk. Div. - coordinate with Municipal Light Plant on painting flag poles |
| 6 | Fri | <input type="checkbox"/> | DPW - Pk. Div. - check all lighting on courts, flag poles and football field |
| 9 | Mon | <input type="checkbox"/> | BOS/TA - send Bldg Inspec & Fire Chief list of liquor licenses to be inspected prior to renewal |
| 10 | Tue | <input type="checkbox"/> | September/October - CIB to meet with depts on Capital Budget requests and approve list of articles for October town meeting |
| 18 | Wed | <input type="checkbox"/> | BOS/TA - Prepare monthly calendar and post meetings for various committees as needed |
| 20 | Fri | <input type="checkbox"/> | TA - department head reports due to BOS |
| 26 | Thu | <input type="checkbox"/> | TA - provide custodian with calendar for next month |
| 27 | Fri | <input type="checkbox"/> | BOS/TA - post warrant for October Town Mtg. |

September 2013

Schedule

- 3 Tue 9:00a (10:00a) Wellness Meeting
- 3 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 3 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 3 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 4 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 4 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 4 Wed 5:30p (6:30p) COA - Exercise with Marty
- 4 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 5 Thu 10:00a (11:00a) Council on Aging Exercise
- 6 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 9 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 10 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 11 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 11 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 11 Wed 5:30p (6:30p) COA - Exercise with Marty
- 11 Wed 7:00p (10:00p) School Cmte. Mtg.
- 11 Wed 7:00p (9:00p) Board of Health Mtg.
- 11 Wed 7:00p (10:00p) Planning Board Mtg
- 12 Thu 10:00a (11:00a) Council on Aging Exercise
- 12 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 13 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 17 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 18 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 18 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 18 Wed 5:30p (6:30p) COA - Exercise with Marty
- 18 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 19 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 19 Thu 10:00a (11:00a) Council on Aging Exercise
- 20 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 23 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 24 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 25 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 25 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 25 Wed 5:30p (6:30p) COA - Exercise with Marty
- 25 Wed 7:00p (9:00p) Bd of Health Mtg.
- 25 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
- 25 Wed 7:00p (10:00p) Planning Board Mtg.

September 2013

Schedule

26 Thu 9:00a (10:00a) Emergency Preparedness Mtg
26 Thu 10:00a (11:00a) Council on Aging Exercise
27 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.

October 2013

To Do Items

- 1 Tue ☐ BOS/TA - bill for false alarms
- 1 Tue ☐ TA - get input from citizens and employees for next year's town goals
- 1 Tue ☐ Report on Chapter Land from Board of Assessors is due
- 1 Tue ☐ DPW - Sewer Div. Admin - mail quarterly sewer usage bills
- 1 Tue ☐ DPW - St. & Pk. Admin - order and follow up on delivery of sand and salt supplies
- 1 Tue ☐ DPW - St. & Pk. Admin - prepare and publish ad for snow removal operators
- 1 Tue ☐ DPW - remove flower arrangements from Cemetery for fall clean up
- 1 Tue ☐ BOS/TA - send out informational mailer for town mtg
- 2 Wed ☐ DPW - Pk. Div. - turn off lights at tennis court for the season
- 2 Wed ☐ DPW - Pk. Div. - check and repair lighting at football field
- 2 Wed ☐ DPW - Pk. Div. - check playground equipment and bleachers for safety
- 2 Wed ☐ DPW - Pk. Div. - start raking, blowing and vacuuming leaves from municipal areas
- 2 Wed ☐ DPW - Pk. Div. - paint football and soccer fields
- 2 Wed ☐ DPW - Pk. Div. - aerate (if possible), overseed and fertilize fields
- 2 Wed ☐ DPW - Pk. Div. - turn off irrigation system, drain and blow out for winter
- 2 Wed ☐ DPW - Pk. Div. - fix fences around playing areas
- 2 Wed ☐ DPW - Pk. Div. - trash
- 2 Wed ☐ DPW - Pk. Div. - mowing and weed wacking
- 3 Thu ☐ DPW - St. Div. - clean tops of catch basins to allow runoff to enter
- 3 Thu ☐ DPW - St. Div. - mow landfill & Mixer filter beds with Ford tractor/woods mower
- 3 Thu ☐ DPW - St. Div. - maintain Century Drive
- 3 Thu ☐ DPW - St. Div. - use flail mower and brush king to cut bck road/intersection vegetation
- 3 Thu ☐ DPW - St. Div. - clean out catch basins with truck
- 3 Thu ☐ DPW - St. Div. - test run snow blower
- 3 Thu ☐ DPW - St. Div. - test all sanders & plows
- 3 Thu ☐ DPW - St. Div. - order sand and start mixing with salt
- 4 Fri ☐ DPW - Update DPW Snow & Ice Removal Policy
- 4 Fri ☐ TA/BOS - update Call List for Closing Building in Extreme Weather
- 4 Fri ☐ DPW - file Disclosure of Financial Interest Forms with BOS for plow drivers
- 4 Fri ☐ BOS/TA - send Christ Lutheran Church license renewal information
- 4 Fri ☐ BOS/TA - send out motel renewals
- 4 Fri ☐ BOS/TA - schedule Tax Classification Public Hearing
- 4 Fri ☐ Assessors calculate New Growth for DOR Certification
- 7 Mon ☐ TA/BOS - Update psnl records
- 7 Mon ☐ BOS- schedule performance review for Town Administrator Gaumond
- 7 Mon ☐ BOS - enter into contract negotiations with Town Admin. Gaumond contract expires on November 7th
- 15 Tue ☐ BOS/TA - send Bldg. Inspec & Fire Chief list of licenses scheduled for renewal and inspection
- 18 Fri ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Sun ☐ TA - department head reports due to BOS

October 2013

To Do Items

- 21 Mon ☐ Ta - schedule review of revolving accounts for the 1st mtg in November
- 22 Tue ☐ TA - Schedule review of revolving accounts for the 1st meeting in November
- 31 Thu ☐ TA - provide custodian with calendar for next month

October 2013

Schedule

- 1 Tue 9:00a (10:00a) Wellness Meeting
- 1 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 1 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 1 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 2 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 2 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 2 Wed 5:30p (6:30p) COA - Exercise with Marty
- 2 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 3 Thu 10:00a (11:00a) Council on Aging Exercise
- 4 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 7 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 8 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 9 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 9 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 9 Wed 5:30p (6:30p) COA - Exercise with Marty
- 9 Wed 7:00p (10:00p) School Cmte. Mtg.
- 9 Wed 7:00p (9:00p) Board of Health Mtg.
- 9 Wed 7:00p (10:00p) Planning Board Mtg
- 10 Thu 10:00a (11:00a) Council on Aging Exercise
- 10 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 11 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 14 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 15 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 16 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 16 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 16 Wed 5:30p (6:30p) COA - Exercise with Marty
- 16 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 17 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 17 Thu 10:00a (11:00a) Council on Aging Exercise
- 18 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 21 Mon 6:00p (7:00p) BOS Mtg prior to twn mtg in Middle/High School Cafeteria
- 21 Mon 7:00p (8:00p) Town Meeting
- 22 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 23 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 23 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 23 Wed 5:30p (6:30p) COA - Exercise with Marty
- 23 Wed 7:00p (9:00p) Bd of Health Mtg.
- 23 Wed 7:00p (10:00p) Planning Board Mtg.

October 2013

Schedule

24 Thu 9:00a (10:00a) Emergency Preparedness Mtg
24 Thu 10:00a (11:00a) Council on Aging Exercise
25 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
28 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
29 Tue 10:00a (11:00a) Council on Aging Exercise Program
30 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
30 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
30 Wed 5:30p (6:30p) COA - Exercise with Marty
30 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
31 Thu 10:00a (11:00a) Council on Aging Exercise

November 2013

To Do Items

- 1 Fri ☐ BOS/TA - bill for false alarms
- 1 Fri ☐ TA - send out Commitment to Excellence Nomination Information
- 1 Fri ☐ 2nd Quarter FY14 Preliminary Real Estate tax bills are due
- 1 Fri ☐ CIB to modify the Capital Projects List according to the actions taken at the October town mtg.
- 1 Fri ☐ Schedule Roof Inspections for Property Conservation Program
- 1 Fri ☐ TA - issue update on Town Goals & Objectives
- 4 Mon ☐ TA/BOS - Update psnl records
- 4 Mon ☐ BOS/TA - send copy of Tax Classification Public Hearing Notice to the Economic Development Task Force
- 4 Mon ☐ BOS/TA - Send out ABCC renewal affidavits
- 4 Mon ☐ DPW - St. & Pk. Admin - order/follow-up on delivery of sand and salt supplies
- 4 Mon ☐ DPW - St. Div. - move all plows and snow equipment inside garage
- 4 Mon ☐ DPW - St. Div. - finish mixing sand/salt pile and cover
- 4 Mon ☐ DPW - St. Div. - cut back larger trees and chip
- 4 Mon ☐ DPW - St. Div. - use flail mower and brush king to cut back roadside/intersection vegetation
- 4 Mon ☐ DPW - St. Div. - clean out catch basins with truck
- 4 Mon ☐ DPW - St. Div. - plow and sand town roads, parking lots and sidewalks
- 4 Mon ☐ DPW - St. Div. - maintain sand and salt pile, order as needed
- 4 Mon ☐ DPW - St. Div. - maintain plows and sanders, inspect daily
- 4 Mon ☐ DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 4 Mon ☐ Graves Registration Officer begins to remove American Flags from graves
- 5 Tue ☐ DPW - Pk. Div. - trash
- 5 Tue ☐ DPW - Pk. Div. - maintain all grounds in town
- 5 Tue ☐ DPW - Pk. Div. - paint fields
- 5 Tue ☐ DPW - Pk. Div. - rake, blow & vacuum leaves
- 5 Tue ☐ DPW - Pk. Div. - put picnic tables & all summer equipment in storage
- 5 Tue ☐ DPW - Pk. Div. - fall clean up
- 6 Wed ☐ BOS/TA - Send Memo out for Updates to Municipal Calendar
- 11 Mon ☐ Veterans' Day
- 18 Mon ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Wed ☐ TA - department head reports due to BOS
- 25 Mon ☐ BOS/TA - schedule renewal of business & alcoholic beverage licenses for 1st mtg. in December
- 26 Tue ☐ TA Provide custodian with monthly calendar
- 28 Thu ☐ Thanksgiving Day

November 2013

Schedule

- 1 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 4 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 5 Tue 9:00a (10:00a) Wellness Meeting
- 5 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 5 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 5 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 6 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 6 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 6 Wed 5:30p (6:30p) COA - Exercise with Marty
- 6 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 7 Thu 10:00a (11:00a) Council on Aging Exercise
- 8 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 12 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 13 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 13 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 13 Wed 5:30p (6:30p) COA - Exercise with Marty
- 13 Wed 7:00p (10:00p) School Cmte. Mtg.
- 13 Wed 7:00p (9:00p) Board of Health Mtg.
- 13 Wed 7:00p (10:00p) Planning Board Mtg
- 14 Thu 10:00a (11:00a) Council on Aging Exercise
- 14 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 15 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 19 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 20 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 20 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 20 Wed 5:30p (6:30p) COA - Exercise with Marty
- 20 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 21 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 21 Thu 10:00a (11:00a) Council on Aging Exercise
- 22 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 25 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 26 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 27 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 27 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 27 Wed 5:30p (6:30p) COA - Exercise with Marty
- 27 Wed 7:00p (9:00p) Bd of Health Mtg.
- 27 Wed 7:00p (9:00p) Facilities Improvement & Strategic Planning Cmte. Mtg.
- 29 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.

December 2013

To Do Items

- 1 Sun ☐ BOS/TA - bill for false alarms
- 1 Sun ☐ Town Clerk must provide Conflict of Interest Law to all municipal employees by December 28
- 2 Mon ☐ TA/BOS - Update psnl records
- 2 Mon ☐ TA - Schedule Facilities Self-Inspections
- 2 Mon ☐ TA - send memo to Parks Cmsn. for input on 2014 Parks Maintenance Plan
- 2 Mon ☐ TA - Schedule Freeze-up Inspections
- 2 Mon ☐ TA - Schedule Indoor Air Quality Inspections
- 2 Mon ☐ BOS/TA - send out business license renewal packages
- 2 Mon ☐ TA - review requests and develop budget
- 2 Mon ☐ BOS/TA - schedule coffee for alcoholic beverage license holdes invite, bi, fc & pc
- 2 Mon ☐ TA - review performance review information for all employees
- 3 Tue ☐ DPW - St. & Pk. Admin - insure Christmas Tree recycling schedule is established and published on web, Ch 11 & Banner
- 3 Tue ☐ DPW - St. & Pk. Admin - order and follow up on delivery of sand and salt supplies
- 3 Tue ☐ DPW - St. Div. - plow and sand town roads, parking lots and sidewalks
- 3 Tue ☐ DPW - St. Div. - maintain sand and salt pile, reorder as needed
- 3 Tue ☐ DPW - St. Div. - maintain plows and sanders - inspect daily
- 3 Tue ☐ DPW - St. Div. - clean tops of catch basins to allow run off to enter
- 3 Tue ☐ DPW - St. Div. - patch pot holes in roads with cold patch
- 3 Tue ☐ DPW - St. Div. - cut back larger trees and chip same
- 3 Tue ☐ DPW - Pk. Div. - finish fall clean up
- 3 Tue ☐ DPW - Pk. Div. - install and light Christmas Tree at Gazebo
- 3 Tue ☐ DPW - Pk. Div. - trash clean up at all parks
- 3 Tue ☐ DPW - Pk. Div. - cut and chip any dead limbs in parks
- 3 Tue ☐ DPW - Pk. Div. - prepare plows for winter
- 3 Tue ☐ DPW - Pk. Div. - put parks 'to sleep' for winter
- 4 Wed ☐ Board of Selectmen or their designee, announce Gateway Signs, which are available
- 9 Mon ☐ BOS/TA - Update Municipal Calendar and present to BOS at their 2nd mtg in December
- 16 Mon ☐ BOS/TA - send ABCC renewal affidavits to ABCC
- 18 Wed ☐ BOS/TA - Prepare monthly calendar and post meetings for various committees as needed
- 20 Fri ☐ TA - department head reports due to BOS
- 23 Mon ☐ DPW - schedule Christmas Tree chipping day
- 26 Thu ☐ TA - provide custodian with calendar for next month

December 2013

Schedule

- 2 Mon 7:00p (8:00p) Conservation Cmsn. Mtg
- 3 Tue 9:00a (10:00a) Wellness Meeting
- 3 Tue 9:30a (11:00a) Council on Aging Ask a Lawyer Program
Free Service - call for an appointment 508.835.6916
- 3 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 3 Tue 7:00p (8:00p) Townwide Planning Cmte. Mtg
- 4 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 4 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 4 Wed 5:30p (6:30p) COA - Exercise with Marty
- 4 Wed 7:00p (10:00p) Board of Selectmen Meeting
- 5 Thu 10:00a (11:00a) Council on Aging Exercise
- 6 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 9 Mon 7:00p (9:00p) Water District Mtg.
Should the 2nd or 4th Monday be a holiday, the meeting will be changed - phone the Water District for information 508.835.3025
- 10 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 11 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 11 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 11 Wed 5:30p (6:30p) COA - Exercise with Marty
- 11 Wed 7:00p (10:00p) School Cmte. Mtg.
- 11 Wed 7:00p (9:00p) Board of Health Mtg.
- 11 Wed 7:00p (10:00p) Planning Board Mtg
- 12 Thu 10:00a (11:00a) Council on Aging Exercise
- 12 Thu 6:00p (7:00p) Bd of Assessors Mtg.
- 13 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 17 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 18 Wed 9:30a (11:00p) COA Knitting Classes in Activity Rm
- 18 Wed 1:00p (2:00p) COA - Carving Club - Activity Rm.
- 18 Wed 5:30p (6:30p) COA - Exercise with Marty
- 18 Wed 7:00p (9:00p) Bd of Selectmen Mtg.
- 19 Thu 9:30a (10:30a) Central Mass Regional Health Alliance Staff Mtg, Meade St., Worcester
- 19 Thu 10:00a (11:00a) Council on Aging Exercise
- 20 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 23 Mon 7:00p (9:00p) Water District Mtg
Should the 2nd or 4th Monday be a holiday, the meeting will be changed, phone the Water District for information 508.835.3025
- 24 Tue 10:00a (11:00a) Council on Aging Exercise Program
- 26 Thu 10:00a (11:00a) Council on Aging Exercise
- 27 Fri 1:00p (2:00p) COA - Pitch Club - Activities Rm.
- 31 Tue 10:00a (11:00a) Council on Aging Exercise Program